

**Senior Clinical Fellow – Acute / General Medicine  
JOB DESCRIPTION**

<b>Job Title:</b>	<b>Senior Clinical Fellow – General Medicine</b>
<b>Grade:</b>	<b>Senior Clinical Fellow</b>
<b>Terms &amp; Conditions:</b>	NCA Locally Employed Doctors,
<b>Contract:</b>	24 month initially, extending
<b>Directorate/Service:</b>	General Medicine
<b>Accountable To:</b>	Clinical Director
<b>Responsible To:</b>	Clinical Director/ Clinical Lead
<b>Base Location:</b>	Fairfield
<b>On-Call Requirement:</b>	Yes

**Values**

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what’s important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

**Job Summary**

This post is for a one year fellowship initially with a view to potential extension in Medicine and Acute Medicine based at Fairfield General Hospital. The appointee will have the opportunity to work across all specialities within Medicine including Acute Medicine, Geriatric, Respiratory and General Medicine.

The appointee will be expected to participate in the registrar level out of hours general medical rota.

The post holder will work alongside a team of Consultants, training registrars and junior medical staff to optimise the running of the Acute and General Medicine on the Fairfield site. The post-holder will work across all aspects of the service but mainly be involved

in rotation across the services for Inpatient and Outpatients. There is close supervision by the Medical Consultants.

**Educational Opportunities** There is a regular teaching programme in general medicine and the candidate is expected to actively participate in it.

You will be expected to participate in the teaching and training of junior trainees and medical students. Each senior clinical fellow will be allocated an educational supervisor who will be responsible to ensure that your portfolios are up to date. The key aim is to develop the knowledge, and skills required to work in Acute and General Medicine service. On call commitments There will be participation in the middle grade on call rota. Successful applicants will have a named education supervisor and would be encouraged to be involved in clinical audit, quality improvement and research work during the post, thus facilitating professional portfolio development

### *Key Role and Responsibilities*

- You will work under the supervision of a medical consultant; you will be expected to undertake assessment and management of patients admitted to the wards.
- You will request relevant diagnostics and review these results to aid your management plan for inpatients.
- You will initiate, review, and amend medication and treatment plans.
- You will be expected to communicate and articulate these plans taking a lead role during board rounds and MDT discussions.
- You will be encouraged to participate in audit and QI projects.
- You should attend and contribute to educational, departmental, mortality & morbidity and governance meetings.
- You will be responsible for patient care, and you must ensure you share good practice and keep updated.
- You are personally responsible for the quality of data entered by themselves, or on their behalf, on the Care Organisation's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Care Organisation's Information Quality and Clinical Record Keeping policies.
- You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.
- The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
- Professional staff that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken

<b>Job Plan and Working Arrangements - Consultants and SAS Doctors only</b>

### PERSON SPECIFICATION

<b>Job Title:</b>	Senior Clinical Fellow (SCF)
<b>Grade:</b>	MT04 (ST3-5) or MT05 (ST5+)

	<b>Essential</b>	<b>Desirable</b>
--	------------------	------------------

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full registration with the General Medical Council &amp; a valid License to Practise with the General Medical Council</li> <li>• Evidence of achievement of JCF competences or evidence of equivalent training and experience</li> <li>• Previous experience of working within the NHS at JCF level</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of post graduate qualification</li> <li>• Evidence of teaching skills</li> <li>• Minimum of 1 year as an SpR</li> </ul>
<b>Knowledge, Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Demonstration of acquisition of the level of knowledge and skills necessary.</li> <li>• Proven ability to take clinical history &amp; undertake examination.</li> <li>• Demonstration of the required competencies at ST2 level or equivalent</li> <li>• Evidence of at least 2 years' NHS experience</li> </ul>	<ul style="list-style-type: none"> <li>• Ability and enthusiasm to teach junior medical staff and other members of the MDT</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Good organisational skills and time management</li> <li>• Good communication skills and the ability to articulate plans to the MDT.</li> <li>• Understanding of clinical governance and the processes for reporting and managing errors/incidents.</li> <li>• Good information technology skills</li> <li>• Use of evidence-based practice and evidence of ongoing personal and professional development.</li> <li>• The applicant must demonstrate appropriate professional behaviour, ie integrity, honesty, confidentiality, as set out in</li> </ul>	<ul style="list-style-type: none"> <li>• Participation or knowledge of Audit.</li> <li>• Knowledge or participation in research.</li> <li>• Previous participation in QI projects.</li> </ul>

	<p>the GMC's Good Medical Practice</p> <ul style="list-style-type: none"> <li>• The applicant must have demonstrable skills in listening, reading, writing, and speaking in English language that enable effective communication about medical topics with patients and colleagues, as set out in the GMC's Good Medical Practice.</li> <li>• Capacity to take responsibility for own actions and demonstrate a non-judgemental approach towards others.</li> <li>• Displays honesty, integrity, awareness of confidentiality &amp; ethical issues.</li> <li>• Eligible to live &amp; work in the UK.</li> </ul>	
--	--	--

## Living our Values

All colleagues are expected to demonstrate the NCA Values and underpinning behaviours as daily habits in your work and daily role.

Values	Behaviours (I will...)
<b>CARE</b>  We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
<b>APPRECIATE</b>  We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.
<b>INSPIRE</b>  We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

## Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

<b>Communications and Relationships</b>
<p>You will be required to work in partnership with colleagues of all disciplines, external links to the Trust and service users, to ensure the creation of a quality service.</p> <p>You will be expected to commit to shared goals in the department by building effective teams and partnerships and valuing the roles and contributions of others.</p>
<b>Resource Management</b>
<p>You will be required to ensure that services are delivered within agreed parameters. Any external duties that impinge on Programmed Activities you may wish to be included in your job plan must be agreed with the Clinical Manager at least one month in advance, where practicable. We have a standard six week notice period for the cancellation of clinical activities. Standard annual leave notification is in line with Trust policies and the leave year is from 1st April.</p>
<b>Teaching and Education</b>
<p>Northern Care Alliance plays an important role in the education of medical students. The successful candidate will participate in undergraduate teaching. This can include assisting in problem-based tutorials; providing regular clinical skills teaching; acting as an educational supervisor to students during special study modules and research options projects; teaching in the clinical skills laboratories and offering other teaching according to the demands of the curriculum and the interests of the appointee.</p> <p>There will also be a requirement to participate in postgraduate and multi-disciplinary teaching and provide wider supervision and guidance to trainees in the directorate.</p>
<b>Delivering Service</b>
<p>You will be expected to take a lead role in ensuring delivery of a quality service. This will include the following:</p> <ul style="list-style-type: none"> <li>• implementing and ensuring compliance Trust and national policies and procedures.</li> <li>• reviewing and allocating resources appropriately</li> <li>• reviewing and managing progress and improvement within the area.</li> </ul> <p>The post holder will be required to ensure that services are delivered within agreed parameters.</p> <p>The post holder will be expected to contribute to the ongoing improvement of the clinical service (and to the academic performance of the Trust).</p>

<b>Annual Leave and Cover Arrangement</b>
Annual leave is taken within the exigencies of the service and in accordance with the terms and conditions of service applicable to the post.
<b>Clinical Audit</b>
You will be expected to participate in clinical audit on a regular basis.
<b>Personal Development</b>
You are responsible for maintaining your own continuous professional development. You will be expected to work towards continuous professional improvement, in line with service needs and changes in medical practices. The Trust retains an obligation to assist professional development as far as possible, subject to service need.
<b>Contractual Commitment</b>
You will have continuing responsibility for the care of patients and for the proper functioning of the service and will undertake the administrative duties associated with the care of patients and the running of the clinical department. If you do not undertake your contractual obligations then this will be seen as a breach of contract, and as such action may be taken under Trust policies and procedures.
<b>Infection Prevention</b>
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
<b>Safeguarding</b>
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
<b>Health and Safety</b>
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.

**Confidentiality and Data Protection**

Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

**Equality and Diversity**

All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people’s rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don’t
- fostering good relations between people who share a relevant protected characteristic and those who don’t
- understanding the impact of policies, services and practice on people with different protected characteristics

**Code of Conduct**

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

**Leadership and Development**

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust’s mandatory training and participate in the NCA Accelerated Leader Development Programme if you are in a leadership or management role. Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

**Flexibility**

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.